

NOTICE OF CONTRACT RENEWAL

State Of Missouri
Office Of Administration
Division Of Purchasing
PO Box 809
Jefferson City, MO 65102-0809
<http://oa.mo.gov/purchasing>

MSC
RFPS30034901700042

CONTRACT NUMBER	CONTRACT TITLE
CS170042008	Alternatives to Abortion Program Services
AMENDMENT NUMBER	CONTRACT PERIOD
Amendment #002	July 1, 2017 through June 30, 2018
REQUISITION/REQUEST NUMBER	SAM II VENDOR NUMBER/MissouriBUYS SYSTEM ID
NR 886 DFA18000005	43145462800/MB00094144
CONTRACTOR NAME AND ADDRESS	STATE AGENCY'S NAME AND ADDRESS
MOTHERS REFUGE 14400 E 42ND ST S STE #220 INDEPENDENCE MO 64055-4871	Department of Social Services Division of Finance & Administration Svcs 221 W High Street, Room 310, PO Box 1082 Jefferson City MO 65102-1082

ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:

Contract CS170042008 is hereby amended pursuant to the attached amendment #002, dated 08/01/17.

BUYER	BUYER CONTACT INFORMATION
Julie Kleffner	Email: julie.kleffner@oa.mo.gov Phone: (573) 751-7656 Fax: (573) 526-9816
SIGNATURE OF BUYER	DATE
	8-22-17
DIRECTOR OF PURCHASING	
	Karen S. Boeger



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING
CONTRACT RENEWAL

AMENDMENT NO.: 002
CONTRACT NO.: CS170042008
TITLE: Alternatives to Abortion Program Services
ISSUE DATE: 07/31/17

REQ NO.: NR 886 DFA18000005
BUYER: Julie Kleffner
PHONE NO.: (573) 751-7656
E-MAIL: Julie.Kleffner@oa.mo.gov

TO: MOTHERS REFUGE
14400 E 42ND ST S STE #220
INDEPENDENCE MO 64055-4871

RETURN AMENDMENT BY NO LATER THAN: 08/14/17 AT 5:00 PM CENTRAL TIME

RETURN AMENDMENT TO THE DIVISION OF PURCHASING (PURCHASING) BY E-MAIL, FAX, OR
MAIL/COURIER:

SCAN AND E-MAIL TO:	Julie.Kleffner@oa.mo.gov
FAX TO:	(573) 526-9816
MAIL TO:	PURCHASING, P.O. Box 809, Jefferson City, Mo 65102-0809
COURIER/DELIVER TO:	PURCHASING, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Social Services
Division of Finance and Administrative Services
221 W. High Street, Room 310
Post Office Box 1082
Jefferson City MO 65102-1082

SIGNATURE REQUIRED

VENDOR NAME Mother's Refuge	MissouriBUYS SYSTEM ID (SEE VENDOR PROFILE - MAIN INFORMATION SCREEN) MB00094144
MAILING ADDRESS 14400 E. 42 nd St. S. Suite 220	
CITY, STATE, ZIP CODE Independence, Mo 64055	

CONTACT PERSON Robert E. Zornes	EMAIL ADDRESS Robert@MothersRefuge.org				
PHONE NUMBER 816-353-8070	FAX NUMBER none				
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)					
<input type="checkbox"/> Corporation	<input type="checkbox"/> Individual	<input type="checkbox"/> State/Local Government	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor	<input checked="" type="checkbox"/> IRS Tax-Exempt
AUTHORIZED SIGNATURE 	DATE August 1, 2017				
PRINTED NAME Robert E. Zornes	TITLE Executive Director				

AMENDMENT #002 TO CONTRACT CS1700420008

CONTRACT TITLE: Alternatives to Abortion Program Services

CONTRACT PERIOD: July 1, 2017 through June 30, 2018

The State of Missouri hereby exercises its option to renew the above-referenced contract and desires to amend the contract.

Effective July 1, 2017, the administrative responsibilities of the Alternatives to Abortion was transferred from the Office of Administration, Commissioner's Office to the Missouri Department of Social Services at the following address:

Missouri Department of Social Services
Division of Finance and Administrative Services
221 W. High Street, Room 310
Post Office Box 1082
Jefferson City MO 65102-1082

Therefore, the all references to the state agency shall be hereby deemed to mean the Missouri Department of Social Services.

Consequently, Attachment 3 has been revised to refer to the Department of Social Services in lieu of the Office of Administration. All references to Attachment 3 shall be hereby deemed to mean the attached Attachment 3 referencing the Department of Social Services.

The General Assembly has made available additional funds for Alternatives to Abortion Program services. Therefore, pursuant to paragraph 2.12.3 b. of the RFP portion of the contract, the above-referenced contract shall be renewed for up to the maximum annual total price specified below. The contractor shall indicated in the table below the maximum annual total price for the provision of the Alternatives to Abortion Program services. In no event shall the contractor quote a price to exceed the maximum price identified in *italics* below. The Non-Residential Services, price per client, per month and the Residential Care Services, price per client, per month shall remain the same.

Geographic Region 3	\$ <u>296,043.16</u> maximum annual total price (<i>\$296,043.16</i>)
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The contractor must provide a budget/price analysis of the maximum annual total price and a budget narrative.

Attachment 5, attached hereto, has been revised to reflect the new contract period.

The contractor shall sign and return this document, along with completed pricing, budget/price analysis, and budget narrative, on or before the date indicated.

NOTE: The contractor's failure to complete and return this document shall not stop the action specified herein. If the contractor fails to complete and return this document prior to the return date specified or the effective date of the contract period stated above, whichever is later, the state may renew the contract at the same price(s) as the previous contract period or at the price(s) allowed by the contract, whichever is lower.

DATE: August 11, 2017

REQ NO.: NR 886 DFA 18000005

CONTRACT No.: CS170042008

AMENDMENT No.: 002

TITLE: Alternatives to Abortion Program Services

BUYER: Julie Kleffner

VENDOR: Mother's Refuge

MissouriBUYS SYSTEM ID: MB00094144

CONTACT PERSON: Robert Zornes / Angel McDonald

BUDGET NARRATIVE:

Based upon July 1, 2016 through June 30, 2017 prior Alternatives to Abortion Program Services cost analysis, Mother's Refuge estimates the cost for this program will be \$296,043.16 for the year July 1, 2017 through June 30, 2018. Based on the average of 50 clients per year, with a cost of \$6,167.57 per month per client, which breaks down to \$205.59 per day to provide complete residential services to pregnant and parenting young women and their babies that qualify to participate in the Alternatives to Abortion Program.

The requested funds will cover the allowable costs of Alternative to Abortion direct administrative costs and participant services for those enrolled in the program. The estimated costs are listed below:

Program Employee Costs: \$220,709.16

Program Facility Costs: \$24,582.37

Auto Expenses to Transport Clients: \$5,437.47

Education & Class Supplies: \$475.13

Personal & Baby Supplies: \$12,370.22

Food for Clients (Moms & Babies): \$7,349.63

Indirect Administrative Program Costs: \$25,119.18

Mother's Refuge provides shelter for homeless, pregnant and parenting young women and their babies as an alternative to abortion. We provide access to health care, transportation, pregnancy and parenting education, food and basic necessities for mothers and babies, individualized case management with direct care supervision and guidance 24-hours a day, 7 days a week.

Attachment 3

Department of Social Services

Reimbursement Request for Other Services

Program: **Alternatives to Abortion**

Contractor: _____

Subcontractor: _____

Please enter below the information for each item/service to be purchased. List the date of purchase, item to be purchased, cost for the item, and the justification. Items must be approved **before** purchased/provided to be reimbursed.

Client Name _____

Date Enrolled _____

Proposed Purchase Date	Item	Total Cost (include formal estimate from provider of services)	Justification, include other sources of funding that have been attempted
Amt. to be reimbursed			

Under section 2.7.4 of the A2A contract, the following items and services are not eligible for reimbursement: taxes, travel expenses, shipping charges, insurance, interest, penalties, termination payments, attorney fees, and liquidated damages. Please subtract these charges from your total reimbursement request prior to submission.

Please return to Alternatives to Abortion Program Manager, State of Missouri – Department of Social Services, Division of Finance & Administrative Services, Broadway State Office Building, 221 W. High St., Room 310, P.O. Box 1082, Jefferson City, MO 65102-1082. May be faxed to 573/751-7598 or emailed to joy.e.benne@dss.mo.gov by the Contractor only.

Authorized person requesting purchase: _____ Date _____

Purchase is Approved Denied A2A Signature _____ Date _____

Reason for denying purchase: _____

Missouri Office of Administration

A2A Quarterly Expenditure Report

Agency: [Insert Agency Name]	Contract Number:
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Program Year July 1, 2017 - June 30, 2018

Revenue	Federal (TANF)
Revenue Request	\$ -

Indirect Administrative Costs Calculations

Option 1: Federally Negotiated Indirect Cost Rate (FNICR)

Application Base:

Federally Negotiated Indirect Cost Rate (FNICR): %

Total Indirect Administrative Costs

\$ -
0.00%
\$ -

OR

Option 2: 10% De Minimus (use if no FNICR)

Application Base: Modified Total Direct Administrative Cost

\$ -
10%

Total Indirect Administrative Costs

\$ -

Direct Administrative Costs

Program Salaries and Wages

\$ -

Employee Benefits

\$ -

Employee Travel

\$ -

Employee Training

\$ -

Office Rent/Space

\$ -

Office Utilities

\$ -

Facility Insurance

\$ -

Office Supplies (under \$5,000)

\$ -

Equipment (Capitol Equipment over \$5,000 threshold)

\$ -

Office Communications

\$ -

Office Repairs and Maintenance

\$ -

Contract/Consulting

\$ -

Other (list):

\$ -

(add other categories as needed)

\$ -

Total Direct Administrative Cost

\$ -

Less:

Equipment (Capital Equipment over the \$5,000 threshold)

0

Contracting/Consulting (amount of each contract service over \$25,000)

0

Other based on definition

0

Modified Total Direct Administrative Cost

\$ -

Participant Services

Federal (TANF)

Transportation

\$ -

Job Training

\$ -

Tuition Assistance

\$ -

Contracted Residential Care

\$ -

Utility Assistance

\$ -

Emergency Shelter

\$ -

Housing Assistance

\$ -

(add others as needed)

\$ -

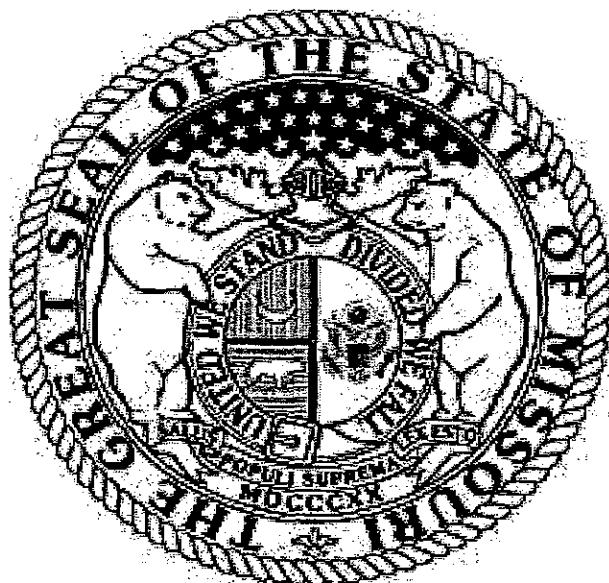
Total Participant Costs

\$ -

I hereby certify that the budget is taken from the original Books of Account and that budget amounts are valid and consistent with the terms of the contract.

Signature of Authorized Representative of [Insert Agency Name]

Date



State of Missouri
OFFICE OF ADMINISTRATION
Division of Purchasing
Contract Amendment Documentation

The following documentation consists of additional contract amendment documentation. The additional contract amendment documentation is not a part of the official contract amendment, but provides supporting information for the official contract amendment.

Kleffner, Julie

From: Morrison, Mary Ann
Sent: Wednesday, August 16, 2017 4:28 PM
To: Kleffner, Julie
Subject: FW: CS170042008
Attachments: CS170042008-002 (Mothers Refuge - FY18) APPROVED 8-16-17.pdf

Please see attached.

Mary Ann Morrison, Procurement Officer II
DSS/DFAS
Phone: (573) 526-3433
Fax: (573) 526-4678
Email: maryann.morrison@dss.mo.gov

From: Benne, Joy
Sent: Wednesday, August 16, 2017 4:24 PM
To: Morrison, Mary Ann
Subject: RE: CS170042008

Mary Ann,
Please find attached the amendment and "APPROVED" budget for Mother's Refuge.

The original document received did not include a budget breakdown but a copy of the Pricing Page from the RFP. Mother's Refuge was asked to send a budget breakdown showing eligible expenditures for TANF funding. The document received included the budget breakdown and budget narrative thus replacing the Pricing Page and narrative originally received.

Thanks.

Joy E Benne, Fiscal Administrative Mgr.
Missouri Department of Social Services
Division of Finance & Administrative Services
Phone: (573) 751-7027
Fax: 573-751-7598
Email: joy.e.benne@dss.mo.gov

From: Morrison, Mary Ann
Sent: Monday, August 07, 2017 9:37 AM
To: Benne, Joy
Subject: FW: CS170042008

Joy,

Please review the attached amendment and advise if acceptable.

Thanks.

Mary Ann Morrison, Procurement Officer II
DSS/DFAS
Phone: (573) 526-3433
Fax: (573) 526-4678
Email: maryann.morrison@dss.mo.gov

From: Kleffner, Julie
Sent: Thursday, August 03, 2017 7:14 AM
To: Morrison, Mary Ann
Subject: CS170042008

Please review and advise if acceptable

Julie Kleffner, CPPB
Division of Purchasing
Harry S Truman Bldg, Room 630
Post Office Box 809
Jefferson City MO 65102-0809
Phone: 573-751-7656
Fax: 573-526-9816



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING
CONTRACT RENEWAL

AMENDMENT NO.: 002
CONTRACT NO.: CS170042008
TITLE: Alternatives to Abortion Program Services
ISSUE DATE: 07/31/17

REQ NO.: NR 886 DFA18000005
BUYER: Julie Kleffner
PHONE NO.: (573) 751-7656
E-MAIL: Julie.Kleffner@oa.mo.gov

TO: MOTHERS REFUGE
14400 E 42ND ST S STE #220
INDEPENDENCE MO 64055-4871

RETURN AMENDMENT BY NO LATER THAN: 08/14/17 AT 5:00 PM CENTRAL TIME

RETURN AMENDMENT TO THE DIVISION OF PURCHASING (PURCHASING) BY E-MAIL, FAX, OR
MAIL/COURIER:

SCAN AND E-MAIL TO:	Julie.Kleffner@oa.mo.gov
FAX TO:	(573) 526-9816
MAIL TO:	PURCHASING, P.O. Box 809, Jefferson City, Mo 65102-0809
COURIER/DELIVER TO:	PURCHASING, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Social Services
Division of Finance and Administrative Services
221 W. High Street, Room 310
Post Office Box 1082
Jefferson City MO 65102-1082

SIGNATURE REQUIRED

VENDOR NAME Mother's Refuge	Missouri BUYS SYSTEM ID (SEE VENDOR PROFILE - MAIN INFORMATION SCREEN) MB00094144
MAILING ADDRESS 14400 E. 42 nd St. S. Suite 220	
CITY, STATE, ZIP CODE Independence, Mo 64055	

CONTACT PERSON Robert E. Zornes	EMAIL ADDRESS Robert@MothersRefuge.org				
PHONE NUMBER 816-353-8070	FAX NUMBER none				
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)					
<input type="checkbox"/> Corporation	<input type="checkbox"/> Individual	<input type="checkbox"/> State/Local Government	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor	<input checked="" type="checkbox"/> IRS Tax-Exempt
AUTHORIZED SIGNATURE 		DATE August 1, 2017			
PRINTED NAME Robert E. Zornes	TITLE Executive Director				

AMENDMENT #002 TO CONTRACT CS1700420008

CONTRACT TITLE: Alternatives to Abortion Program Services

CONTRACT PERIOD: July 1, 2017 through June 30, 2018

The State of Missouri hereby exercises its option to renew the above-referenced contract and desires to amend the contract.

Effective July 1, 2017, the administrative responsibilities of the Alternatives to Abortion was transferred from the Office of Administration, Commissioner's Office to the Missouri Department of Social Services at the following address:

Missouri Department of Social Services
Division of Finance and Administrative Services
221 W. High Street, Room 310
Post Office Box 1082
Jefferson City MO 65102-1082

Therefore, the all references to the state agency shall be hereby deemed to mean the Missouri Department of Social Services.

Consequently, Attachment 3 has been revised to refer to the Department of Social Services in lieu of the Office of Administration. All references to Attachment 3 shall be hereby deemed to mean the attached Attachment 3 referencing the Department of Social Services.

The General Assembly has made available additional funds for Alternatives to Abortion Program services. Therefore, pursuant to paragraph 2.12.3 b. of the RFP portion of the contract, the above-referenced contract shall be renewed for up to the maximum annual total price specified below. The contractor shall indicated in the table below the maximum annual total price for the provision of the Alternatives to Abortion Program services. In no event shall the contractor quote a price to exceed the maximum price identified in italics below. The Non-Residential Services, price per client, per month and the Residential Care Services, price per client, per month shall remain the same.

Geographic Region 3	\$ <u>296,043.16</u> <small>(\$296,043.16)</small>	maximum annual total price
---------------------	--	----------------------------

The contractor must provide a budget/price analysis of the maximum annual total price and a budget narrative.

Attachment 5, attached hereto, has been revised to reflect the new contract period.

The contractor shall sign and return this document, along with completed pricing, budget/price analysis, and budget narrative, on or before the date indicated.

NOTE: The contractor's failure to complete and return this document shall not stop the action specified herein. If the contractor fails to complete and return this document prior to the return date specified or the effective date of the contract period stated above, whichever is later, the state may renew the contract at the same price(s) as the previous contract period or at the price(s) allowed by the contract, whichever is lower.

PRICING PAGE**Pricing Table Revised by Addendum #1**

Line Item	Geographic Region	Original Contract Period Maximum Annual Total Price (based upon a 12-month period)	Minimum Annual Total Price Required to Provide Services (based upon a 12-month period)	Non-Residential Services, Price Per Client, Per Month	Residential Care Services, Price Per Client, Per Month
1	1	\$ _____	\$ _____	\$ _____	\$ _____
2	2	\$ _____	\$ _____	\$ _____	\$ _____
3	3	\$ 296,043.16	\$ _____	\$ 2,150.33	\$ 6,167.57
4	4	\$ _____	\$ _____	\$ _____	\$ _____
5	5	\$ _____	\$ _____	\$ _____	\$ _____
6	6	\$ _____	\$ _____	\$ _____	\$ _____
7	7	\$ _____	\$ _____	\$ _____	\$ _____
8	8	\$ _____	\$ _____	\$ _____	\$ _____
9	9	\$ _____	\$ _____	\$ _____	\$ _____

DATE: August 1, 2017

REQ NO.: NR 886 DFA 18000005

CONTRACT No.: CS170042008

AMENDMENT No.: 002

TITLE: Alternatives to Abortion Program Services

BUYER: Julie Kleffner

VENDOR: Mother's Refuge

MissouriBUYS SYSTEM ID: MB00094144

CONTACT PERSON: Robert Zornes

BUDGET NARRATIVE:

Based upon July 1, 2016 through June 30, 2017 prior Alternatives to Abortion Program Services cost analysis, Mother's Refuge estimates the cost for this program will be \$296,043.16 for the year July 1, 2017 through June 30, 2018. Based on the average of 50 clients per year, with a cost of \$6,167.57 per month per client, which breaks down to \$205.59 per day to provide complete residential services to pregnant and parenting young women and their babies that qualify to participate in the Alternatives to Abortion Program.

MEMORANDUM

Office of Administration
Division of Purchasing

TO: Laura Ortmeyer

FROM: Julie Kleffner 

DATE: July 19, 2017

RE: Renewal/Amendment to the Alternatives to Abortion Program Services Contracts

The Department of Social Services has requested the Alternatives to Abortion Program Services contracts, CS170042001 through CS170042009, be renewed with a funding increase pursuant to House Bill 11, section 11.120, lines 2 through 6. Pursuant to paragraph 2.12.3 b. of the RFP portion of the contract, funds may increase at the time of renewal if funds are appropriated by the General Assembly.

The contracts are also being amended as follows:

1. The administrative responsibilities of the Alternatives to Abortion Program transferred from the Office of Administration to the Department of Social Services.
2. As a result of the transfer of administrative responsibilities, Attachment 3 is being revised to reflect the correct state agency.
3. Attachment 5 is being revised to reflect the appropriate contract period.

Due to the legislature including a rate increase in the Fiscal Year Budget via House Bill 11 (see attached) and is allowed by paragraph 2.12.3 b. of the contract, I am processing the renewal to the contracts allowing a price increase.

Additionally, 1 CSR 40-1.050 (8) states, *“Contracts awarded as the result of a competitive solicitation may be amended when such an amendment is in the best interest of the state and does not significantly alter the original intent or scope of the contract.”*

Therefore, since the intent and scope of the contract are not altered, I am proceeding to amend the contract as requested.

Kleffner, Julie

From: Benne, Joy
Sent: Wednesday, July 19, 2017 3:42 PM
To: Morrison, Mary Ann; Kleffner, Julie
Subject: RE: NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal
Attachments: RE: A2A FY18 Funding

Please see the attached email from Laclede County Pregnancy Center stating they do not want the increased funding for FY18. Thanks

Joy E Benne, Fiscal Administrative Mgr.

Missouri Department of Social Services
Division of Finance & Administrative Services
Phone: (573) 751-7027
Fax: 573-751-7598
Email: joy.e.benne@dss.mo.gov

From: Morrison, Mary Ann
Sent: Wednesday, July 19, 2017 3:39 PM
To: Kleffner, Julie
Cc: Benne, Joy
Subject: RE: NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal

In addition to response (2), Laclede County Pregnancy Support Center communicated with DSS they did not want the increased funding for FY18. Let me know if you need the documentation and I'll get it from the Program. Thanks.

Mary Ann Morrison, Procurement Officer II
DSS/DFAS
Phone: (573) 526-3433
Fax: (573) 526-4678
Email: maryann.morrison@dss.mo.gov

From: Morrison, Mary Ann
Sent: Wednesday, July 19, 2017 3:29 PM
To: Kleffner, Julie
Cc: Benne, Joy
Subject: RE: NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal

Thank you!

In response to (1), funding increase was based on HB 11, section 11.120 lines 2 through 6 minus 3% Governor's reserve on the general revenue portions (line 4) and per DSS upper management, line 6 funding amount was not included (if you need a copy of the HB, just let me know).

In response to (2), funding allocation approximate percentage was taken from section 3.3.2 of the RFP. This percentage was multiplied against the total funding allocation available for FY18 (HB11, section 11.120, lines 4 through 6) which gave the amount of funding for each of the 9 regions. Each region amount was based on # of awards made for each region as outlined in subsection of 3.3.2. Determination on who received the highest percentage is based on ranking from the evaluation process.

Please let me know if there is any additional information needed.

Mary Ann Morrison, Procurement Officer II
DSS/DFAS
Phone: (573) 526-3433
Fax: (573) 526-4678
Email: maryann.morrison@dss.mo.gov

From: Kleffner, Julie
Sent: Wednesday, July 19, 2017 1:05 PM
To: Morrison, Mary Ann
Subject: RE: NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal

I will get something drafted for your review.

Please provide (1) an explanation (e-mail/memo) explaining why funds have increased and (2) an explanation how funding for each contractor was determined for inclusion in the contract file.

Thank you

From: Morrison, Mary Ann
Sent: Wednesday, July 19, 2017 12:50 PM
To: PURCHMAIL <purchmail@oa.mo.gov>; Ortmeyer, Laura <Laura.Ortmeyer@oa.mo.gov>; Kleffner, Julie <Julie.Kleffner@oa.mo.gov>
Subject: NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal

In reference to NR 886 DFA18000005, please renew Alternatives to Abortion contracts/ CS170042001-009. The attached backup documentation includes the amendment verbiage, updated attachments and FY18 budget amounts for each contract (column I).

Prior to sending out for signature, please provide a copy of the amendment for program review.

Please contact me with any questions.

Thank you.

Mary Ann Morrison, Procurement Officer II
Missouri Department of Social Services
Division of Finance & Administrative Services
615 Howerton Court
P.O. Box 1643
Jefferson City, MO 65102-1643

Phone: (573) 526-3433

Fax: (573) 526-4678

Email: maryann.morrison@dss.mo.gov

Confidentiality Notice: This electronic communication is from the Missouri Department of Social Services (DSS), Division of Finance & Administrative Services, and is only intended for its addressee. This communication may contain information that is privileged, confidential or otherwise protected from disclosure by law and/or DSS policy. If you are not the intended recipient, or the employee or agency responsible for delivering this information to its recipient, do not copy, circulate, forward or otherwise disclose this document. If you have received this message in error, please notify the sender immediately by return email at maryann.morrison@dss.mo.gov or by phone at 573-526-3433.

1. Indicate Contract Amendment Type

RENEWAL:	PERIOD OF	3	TOTAL	Performance Security Deposit: \$ _____
Renewal - % Increase	Cost Savings			
Renewal - \$ Increase	Cost Savings			
Renewal - W/O Increase				
SFS Renewal - Prices In Original Contract				Surety Bond: \$ _____
SFS Renewal - Prices Not in Original Contract				
EXTENSION PERIOD:				Annual Wage Order Number: _____
Extension - 30-Day				Annual Wage Order Date: _____
Termination				County(ies): _____
Extension - \$ Increase	Cost Savings			
Extension - W/O Increase				
Assignment				Other Instructions: _____
Cancellation/Termination				
Other Amendment				

2. Preliminary Tasks/Verifications

A. Section 34.040.6, RSMo	Buyer/Section Support	DT	7-31-17
B. Purchasing Suspension List	Buyer/Section Support	DT	7-31-17
C. Federal Suspension - SAM.GOV	Buyer/Section Support	DT	7-31-17
D. Labor Stds - OA/FMDC Contractor Debarment Lists	Buyer/Section Support		
E. Review of Participation Commitment Attainment - If app, Verify Receipt of 1 st Renewal - Blind/Shel Wkshp Affdvt	Buyer		
F. SFS Review/Justification - Insert Advertising Date, if applicable	Buyer		

3. Prepare Contract Amendment

4. Review/Approve Contract Amendment (If Signature Required)	Buyer	DT	7-31-17
Initial	Supervisor	Section Manager	LO
Date			8/1/17
			Asst Director
			Director

5. E-Mail/Fax Contract Amendment (If Signature Required)

Contractor E-Mail Address/Fax Number	Buyer/Section Support	DT	8-1-17
State Agency Contact E-Mail Address	robert@mothersrefuge.org		
Section 34.040.6, RSMo, Letter	Mary Ann Morrison		
	Follow-Up Notes:		

6. Review Contract Amendment Response - Verifications

A. Renewal/Extension Pricing	Buyer/Section Support		
B. Section 34.040.6, RSMo	Buyer/Section Support		
C. Performance Security Deposit/Surety Bond	Buyer/Section Support		
D. Renewal/Extension with Cost Savings Language	Buyer		
E. Statewide Notice	Buyer		
F. SFS Authorized Limit \$	Buyer		
G. Contract Assignment Only Verifications - Complete unless completed in Step 2 above.			
1. E-Verify Exhibit/Affidavit/Documentation	Buyer/Section Support		
2. Assignment and Consent Form	Buyer/Section Support		
3. Purchasing Suspension List	Buyer/Section Support		
4. Federal Suspension - SAM.GOV	Buyer/Section Support		
5. Labor Stds - OA/FMDC Contractor Debarment Lists	Buyer/Section Support		

7. Prepare Contract Amendment Award Document/Statewide Notice

8. Review/Approve Contract Amendment Award Document	Buyer/Section Support	DT	8-22-17
Initial	Supervisor	Section Manager	LO
Date			8/22/17
			Asst Director
			Director

9. Process Contract Amendment

AM 300 PMM 00016390 M0	Buyer/Section Support	DT	8-25-17
Distribute E-Verify & SDV Documents	Buyer/Section Support	D	8-25-17
E-Mail/Fax NOA to Contractor/Assignee & Agency Contact	Buyer/Section Support	DT	8-25-17
Copy/Save As Statewide Notice to Internet Folder	Buyer/Section Support		

10. Log Participation Commitment Information

11. Image Contract Amendment Packet	Central Support-Participation	DT	
	Central Support-Imaging	DT	9-13